
Schedule No. **6**

County Motor- vehicle Records

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Records Committee, 1999**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY MOTOR VEHICLE

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
1.	20 DAY STICKERS: A sticker to put in the window of a vehicle so it can be driven for 20 days before it has to be titled.		Audit + 1 year
2.	APPLICATIONS: a. Personal Plate: for a personalized license plate b. Trailer: For a Montana serial number for a homemade trailer.		a. Audit +1 year b. Audit +2 years
3.	CASH BALANCE SUMMARY: Daily office totals of receipts of checks, credit cards, refunds, over and short.		Audit +1 year
4.	CASH OVER & SHORT: Record of cash over and short balances per operator by day with date, reason and amount.		Audit +1 year
5.	COMPLETED DEER LODGE RETURNS: List of problem titles from State DMV in Deer Lodge that have been corrected and returned to Deer Lodge.		Audit +1 year
6.	COMPUTER REPORTS: Daily transactions reports by operator, monthly reports for state distribution.		Audit +3 years
7.	INCOMING DEALER LISTS: List of all titles by date, customer name, dealer, lien or no lien, expiration date, new or out of state vehicles.		Audit +3 years
8.	LETTERS/ CORRESPONDENCE: a. Disabled Vet Letters- from VA verifying customer is 100 % service related disability. b. Incomplete/Dead letter (DMV) - titles not completed by customer or titles started but not approved at state DMV. c. Indian Exempt Letters: from the tribe that exempts customer from taxes d. Title Letters to state DMV: list of titles sent to state DMV daily e. Unclaimed Mail- Returned mail from Post Office		a. Audit +1 year b. Audit +3 years c. Audit +1 year d. Audit +1 year e. Audit +2 years
9.	RECEIPTS: a. Lien Perfection -Receipt of liens filed on a daily basis b. Void Registration-All 3 copies of transactions voided on a daily basis.		a. Audit +1 year b. Audit +1 year
10.	REFUND REPORT: List of refunds to customers by date, check number, check issue date, customer name, and amount.		Audit +2 years
11.	TAX FORM 2290: Paid copy of heavy use tax for anyone carrying 55,000 lbs GVW (gross vehicle weight) or more.		Audit +1 year
12.	TRANSMITTAL FORMS: Returns to dealers. Letters for returning title work that is incomplete or wrong.		Audit + 2 years
13.	VEHICLE REGISTRATIONS: All receipts for titles or registration of all vehicles in the county. Includes: ATV's, Cars, boats, motorcycles, personalized plates, single trip, snowmobiles, special mobiles, trailers, trucks,		Audit +1 year RESTRICTED ACCESS see MCA

MV 2

FOR RECORD DISPOSAL SEE MCA 2-6-403

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MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY MOTOR VEHICLE

ITEM	RECORD TITLE AND DESCRIPTION	COMMENTS	RETENTION TIME
	60 day stickers.		61-11-503 thru 509
			See MCA 61-3-101 #6 Must be audited before disposal

REVISED Rev 1.0 11-2003

Item 13 VEHICLE REGISTRATIONS to show: RESTRICTED ACCESS see MCA 61-11-503 thru 509

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Item #5: COMPLETED DEER LODGE RETURNS Retention time changed to: Audit +1 year

Item #8: LETTERS /CORRESPONDENCE Retention time changed for the following to: Audit +1 year

- a. Disabled Vet Letters- from VA verifying customer is 100 % service related disability
- c. Indian Exempt Letters: from the tribe that exempts customer from taxes
- d. Title Letters to state DMV: list of titles sent to state DMV daily

Item #9 RECEIPTS

- a. Lien Perfection -Receipt of liens filed on a daily basis Audit +1 year
- b. Void Registration-All 3 copies of transactions voided on a daily basis. (Changed 4 copies to 3 copies)

Item #11 TAX FORMS Retention time changed to Audit +1

Item #13 VEHICLE REGISTRATIONS Retention time changed to Audit + 1